

Policy Changes Go Into Effect July 1

Approval for Group Functions

Effective July 1, 2003, the threshold at which agencies are required to involve the State Travel Office in booking conferences and other group functions is changing to \$1,000. Because the Division of Purchasing has delegated the authority for approving group functions to the State Travel Office, DAS – Purchasing approval is not required.

The Travel Office is willing to assist agencies in obtaining bids for group functions costing less than \$1,000, if requested. We can help agencies negotiate the cost of sleeping rooms, conference

rooms, meals, snacks, parking, audio/visual equipment, etc.

It is important that agencies contact the State Travel Office **before** signing any contract for group functions. If your agency signs a contract before contacting the State Travel Office for approval, we will not be able to negotiate a lower price.

Private Vehicle Usage Rates

Effective July 1, 2003, the private vehicle reimbursement rate if a state fleet vehicle **is** available to the employee will increase from 28 cents to 30 cents per mile. The reimbursement rate if a state vehicle **is not** available will decrease from 36.5 cents to 36 cents per mile. This decrease in the higher rate is necessary to be in line with rates established by the Internal Revenue Service.

Incidental Travel Reimbursements

Effective July 1, 2003, both the Miscellaneous Incidental Allowance of \$5 per day and the Laundry Allowance of \$18 per week will start after the sixth consecutive night out. Previously it was not clear when the Miscellaneous Allowance started. Some agencies paid it from the first night out and others paid it after the sixth night. The Laundry Allowance started after seven nights out. This change clarifies when the Miscellaneous Allowance starts and makes the two allowances consistent.

Electronic Tickets

Effective July 1, 2003, for air travel within the United States, if an electronic ticket is used no paper ticket will be provided. The electronic ticket provides all the necessary information. If the employee insists on a paper ticket, any fee charged by the airline will not be reimbursed. The employee will need to personally pay the airline fee for the paper ticket (approximately \$25).

Policies Available on the Web

All Division of Finance policies are available at www.finance.utah.gov. Click on *Publications, Accounting Policies and Procedures*. Then either expand the table of contents on the left or do a word search to locate the policy of interest. These updated policies will be available after July 1. If you have any questions about these policy changes, please call Carol Young at 801-538-3100. ➔



Tipping Is a Personal Act, But There Are Limits

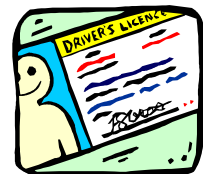
Although tipping while traveling is a personal act based on the quality of service received, keep the following in mind:

- ★ The recommended amount for tipping is \$1 per bag (or other item carried);
- ★ Travelers will be reimbursed actual out-of-pocket costs for baggage tips;
- ★ An original receipt is required for any item of \$20 or more;
- ★ No other gratuities are reimbursable.



If you have questions about tips, call Diann Donoviel at 801-538-3103 or Nicole Naylor at 801-538-3109.

Issue Airline Ticket In Name Appearing on Driver's License



Travel planners should be sure to confirm the name on the traveler's driver's license **before** an airline ticket is issued. When a traveler checks in at the airport, security personnel will ask to see both the driver's license and the airline ticket. The name on the driver's license and the name on the airline ticket must match exactly or the traveler will not be allowed to board the plane.

If an employee uses a name other than the legal name, or if the employee has married or divorced and has not changed the name on the driver's license, the airline ticket should be issued in the name which appears on the driver's license.

Be Prepared When Traveling with Medication

When traveling with medication, especially to international destinations, heed the following advice from the April 2003 issue of *Meetings & Conventions* magazine:

- ✓ Keep medications in carry-on luggage, and take an extra week's supply in the event of unforeseen delays or last minute changes in plans.
- ✓ Take a typed, signed doctor's note and the original packaging for diabetic syringes and controlled substances such as sedatives and tranquilizers.
- ✓ Carry separate prescriptions for brand-name medicines and their generic counterparts.
- ✓ Know a medication's trade name in the destination country. On the Web, Mosby's Drug Consult (www.mosbysdrugconsult.com) includes a free list of foreign names for 200 common medicines.
- ✓ If buying medication abroad, purchase only enough for the duration of the trip, because U.S. Customs may not allow it back into the country. ➔

